

**NOTICE OF POSITION VACANCY**

**PRETRIAL SERVICES OFFICER ASSISTANT**

**UNITED STATES PRETRIAL SERVICES OFFICE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS  
WESTERN DIVISION - ROCKFORD**

The U.S. Pretrial Services Office for the Northern District of Illinois is currently accepting applications for the full time **temporary** position of Pretrial Services Officer Assistant. This position will be filled as permitted by current budgetary constraints. The term of appointment may be less than but will not exceed one year and one day. In consideration of future budgetary conditions the court at its discretion may continue the temporary appointment or approve conversion to a permanent position.

**DUTY STATION:** Rockford, Illinois

**COMPENSATION:**           Grade range: CL 23-01 to CL 25-61  
                                    Salary Range: \$30,853 to \$53,940  
                                    actual starting salary depends upon qualifications

**CLOSING DATE:** Open until filled

**POSITION OVERVIEW:**

This position is located in the Pretrial Services Office. The Pretrial Services Officer Assistant will report to the Officer-in-Charge and will work as part of a team, providing technical support and services to the pretrial services office in a wide range of areas, including, but not limited to, supervision of defendant bond conditions, urine collection, home confinement program, and performance of criminal and social investigations of defendants.

**QUALIFICATIONS:**

To qualify for the position at a CL 23 starting salary, the applicant must have a high school diploma or equivalent; must meet the physical standards for pretrial services officer, and must not have reached age 37 at the time of appointment. In addition, a minimum of two (2) years general experience which provides evidence of the following is required:

- (1) General knowledge of the criminal justice system and knowledge of pretrial services

- or probation procedures and the community corrections supervision process;
- (2) The ability to identify unusual case problems for resolution or referral to pretrial services officers;
- (3) Ability to communicate effectively orally and in writing with personal computer skills;
- (4) Ability to work in a high stress environment with short deadlines;
- (5) Valid state driver's license.

In addition, the applicant must possess unquestioned integrity and exemplary character.

**Additional Qualifications Desired:**

- (1) Familiarity with urine testing instruments and procedures.
- (2) The ability to use various law enforcement information retrieval systems.
- (3) Fluency in Spanish

**EDUCATIONAL SUBSTITUTIONS:**

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year equals nine months of experience.

**NOTICE TO APPLICANTS:**

Pretrial Services requires employees to adhere to a Code of Conduct which is available upon request. Applicants considered for this position will undergo a full background investigation conducted by the Office of Personnel Management (OPM). Applicants will also undergo a full physical examination and drug screening. In addition, the incumbent will be subject to updated background investigations every five years and random drug screening throughout their career. All new employees are subject to a one year probationary period from the date of hire. Direct deposit is required for payment of compensation for employees. The courthouse is a smoke-free environment.

**BENEFITS:**

Employees of the United States Pretrial Services Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees. Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Mandatory participation in the federal retirement system and social security program.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in a group life insurance program.
- A minimum of 10 paid holidays per year.
- Excellent opportunities for grade increases based upon performance.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

**TO APPLY:**

Application must be made on government application Optional Form OF612. You must also complete the addendum, Optional Form OF306. Official school transcripts for college attendance are required. You may request an application in person, by mail or by telephone from the Pretrial Services Office at the address/telephone number below.

U.S. Pretrial Services Office  
219 S. Dearborn Street  
Suite 15100  
Chicago, IL 60604-1706

(312) 408 - 7771 (Job Information Line)

Application forms OF612 and OF306 may also be accessed on line through the GSA Standard and Optional Forms link at [www.FedForms.gov](http://www.FedForms.gov).

Return the completed application to the above address, Attention: Chief Pretrial Services Officer. Applicants called for interview will be given a written assessment exercise.

**THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER**